



# **Rio Arriba County Detention Center (RACDC) POLICY 087 VISITATION**

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It is the intent of the Rio Arriba county Detention facility to provide for scheduled visitation of inmates by members of their family, consistent with the security and safety requirements of the facility.

## **General Information**

1. Visits are done by appointment only.
2. All visits shall be non-contact unless otherwise approved by the administration.
3. Visiting hours shall be Tuesday through Saturday from 9:00 am to 4:00 pm excluding the lunch hour which is from 12:00 pm to 1:00 pm.
4. Visitation on holidays will be allowed at the discretion of the administrator.
5. All visits shall be for a maximum of 30 minutes.
6. Extended visits could be granted by the administrator for inmates' family member that travels from long distances for visits.
7. No one under the age of 18 shall be permitted to visit unless accompanied by an adult.
8. Visitors shall be subject to searches with a hand-held metal detector by detention personnel in order to maintain the security of the facility.
9. All visitors shall be dressed appropriately. Proper dress attire shall be determined by the detention personnel.
10. Any visitor who brings or attempts to bring any item of contraband into the facility shall be prosecuted to the fullest extent of the law.
11. Visitors who are intoxicated or acting inappropriately shall not be permitted to visit.
12. Inmates and visitors shall conduct themselves appropriately at all times.
13. When an inmate or visitor does not conduct him/herself properly, the detention officer supervising visiting shall discontinue the visit, ask the visitor to leave, and return the inmate to his or her housing area.



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14. Visits are limited to family member or close friends.
15. There will be absolutely no smoking by visitor or inmates during visiting.

## **Procedure:**

1. Anyone wishing to visit an inmate shall call the detention facility on Monday through Friday from 8:00 am to 5:00 pm to schedule an appointment.
2. Detention personnel shall have an appointment log to schedule the visits.
3. Visitors shall show proof of their identity. Proof shall be a picture Identification such as a driver's license.
4. Visitors shall register with the visiting personnel by signing the visitor log.
5. Visitors shall turn over all funds to be left for the inmate to the visiting officer.
6. The visiting officer shall notify detention officers that a visitor is present for the certain inmate.
7. The visiting officer shall permit all visitors 30 minutes to visit.
8. The detention officer shall check the visiting room after each visit.

## **Professional Visits**

### **Definition:**

**Professional visits:** Visits between inmates and professional such as attorneys, clergy, government representatives, mental health workers, physicians with the intent of providing a service to the inmate.

### **General information:**

1. Any person claiming to be a professional in any field shall be asked to provide adequate identification to establish their professional standing.
2. Inmate visits with professionals shall be conducted according to the visiting rules, but may visit in the muster room with detention staff having visual of the inmate at all times.



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3. Detention personnel shall consider professional visits confidential. Detention personnel shall remain in the immediate area but outside of the visiting room.
4. Professional visits shall be conducted between 9:00 am and 8:00 pm.
5. Attorneys may visit at any reasonable time.
6. Mental health professionals shall be admitted to the facility anytime day or night.

## **Special Visits**

1. The Rio Arriba County Detention Facility shall make arrangements of inmates to have special visits with family members in the following situations:
  - a. emergency situations;
  - b. when circumstances beyond the control of the visitor do not permit him/her to attend regularly scheduled visits.
2. The administration shall review all requests for special visits. Requests shall be submitted in writing, when possible.
3. The administration shall make arrangements with the detention staff for special visits deemed appropriate.
4. Detention personnel shall implement special visits according to the visiting procedure of the facility.
5. The administration shall provide the inmate or person requesting a special visit with notice when he or she is denied a special visit. This notice shall include the reason(s) for the denial of the visit.